

# Administrative Matters

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## DISASTER MANUAL UPDATE LOG

This manual was initially filled out by

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

The manual should be regularly reviewed and updated. Changes in staff, responsibility, phone numbers, floor plans, etc. should ideally be made as they occur. Inspection logs should have regular entries. We recommend that several staff members share responsibility for maintaining the manual.

This manual will next be reviewed and updated by

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE: To be filled out only once, when you develop the manual for the first time.**

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## UPDATE LOG

<u>DATE LAST UPDATED</u>	<u>STAFF MEMBER (S) RESPONSIBLE</u>	<u>DATE OF NEXT REVIEW</u>	<u>STAFF MEMBER (S) RESPONSIBLE</u>

**NOTE:** To be filled out every year.

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## LOCATION OF DISASTER MANUAL COPIES

All copies of this manual should be updated at the same time. Copies are located:

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These staff members have copies:

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